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Agenda for the October 7, 2004 CAA Meeting

Item approved: 04-59, FLG 3401, Cadet Teaching in German (New Course)

Item Pending: 04-58, Chemistry Minor (Program Revision)

Council on Academic Affairs Minutes

October 7, 2004

The October 7, 2004 meeting of the Council on Academic Affairs was held at 2:02 p.m. in Booth Library Conference Room 4440.

Members present: Dr. Fewell, Dr. French, Dr. McGregor, Dr. Methven, Ms. Miller, Mr. Muffler, Dr. Reid, Ms. Sterling, Dr. Tidwell, Dr. Upadhyay, and Ms. Wroblewski.

Members absent: Dr. Carwell and Ms. Dilworth.

Staff present: Dr. Lord, Dr. Herrington-Perry, and Ms. Fopay.

Guest present: Dr. Canfield, Foreign Languages.

I. Minutes:

The minutes of September 30, 2004 were approved as written.

II. Communications:

1. September 28, 2004 memorandum from Dean Hoadley, LCBAS, requesting executive action to designate FCS 3151 as a writing-intensive course, effective Spring 2005.
2. Academic Waiver Reports for September 2004 from the College of Education & Professional Studies and the College of Sciences.
3. October 4, 2004 memorandum from Dean Robert Augustine and Dr. Jill Owen, NCA Self-Study Co-Chairs, regarding the draft of the NCA Self-Study Report.
Dr. Tidwell explained that Dr. Cheryl Noll plans to attend the October 21, 2004 CAA meeting to discuss and get feedback from the council regarding the NCA Self-Study Report draft.

Dr. Muffler entered the meeting at 2:10 p.m.

III. Committee Reports:

1. Dr. Tidwell indicated that Dr. Reid has been compiling a detailed list of CAA appointments to University committees. He said the list should be completed sometime next week. At that time, he will send copies of the document to council members for their review.
2. According to Dr. Tidwell the Academic Technology Advisory Committee (ATAC) is proposing to Student Senate a four-year plan for raising the technology fee by 15%.

IV. Old Business:

1. September 23, 2004 memorandum from Dr. Melanie Burns, Committee for the Assessment of Student Learning (CASL) Chair, requesting that CAA appoint an at-large faculty member to CASL.
Earlier in the week Dr. Tidwell sent an email to the council members seeking a volunteer to represent CAA on the Committee for the Assessment of Student Learning (CASL). Unfortunately, he received no interest. As a result, Dr. Tidwell reviewed the CASL bylaws and discovered that the CAA appointment to CASL doesn't have to be a CAA member. Since no one from CAA volunteered he will try to find a faculty member not on CAA that might be interested in serving on the committee. He plans to send an email to the Council of Chairs and request its help in communicating to faculty members that a volunteer is needed.
2. Continued discussion of general education.
Yesterday, Dr. Tidwell email the council members explaining that he would like to create a CAA subcommittee on general education to look at what the council should do with proposed changes in the general education program. At today's meeting, Dr. Tidwell indicated that he

will serve as the subcommittee chair. Also, he said that he would like the subcommittee to consist of council members from each college. So far, he explained, the following individuals have expressed interest in serving on the subcommittee: Dr. Carwell (College of Sciences), Dr. Methven (College of Sciences), and Dr. Reid (College of Arts & Humanities). In addition, Dr. Tidwell would like a representative from the College of Education & Professional Studies and the Lumpkin College of Business & Applied Sciences. He will contact the council members from those colleges who were not able to attend this meeting and inquire as to whether they would consider serving on the subcommittee.

Dr. Tidwell will revisit this issue at next week's meeting.

3. Continued discussion of the policy for technology-delivered courses.
At last week's meeting, Dr. Tidwell indicated that he had met with the Council of Chairs to discuss the policy for approval of technology-delivered sections of previously approved courses and informed the group that the policy would become effective with the Fall 2005 semester. As a result of that meeting several faculty members contacted him to say that they had already submitted information to CAA back in 2002. Dr. Tidwell wanted to find out what happened to that material and whether CAA had ever taken action on it.

At today's meeting, Dr. Tidwell mentioned that he had investigated the matter and concluded that a questionnaire addressing issues of curricular concern about technology-delivered courses was approved by CAA on April 11, 2002 and distributed to the campus community for feedback. However, he does not believe there were many responses to the questionnaire because it hadn't been a requirement to do so. He explained that Dr. Hoadley, Center for Academic Technology Support (CATS), was responsible for sending out the questionnaire to the campus community and responses to the questionnaire were to go to Dr. Nancy Marlow who was the CAA Chair at that time. Unfortunately, no one was sure if responses to the questionnaire had been received because it was too long ago to remember.

Although written responses could not be found, Dr. Tidwell explained that according to the CAA meeting minutes the council met on April 24, 2003 and discussed how the guidelines for developing and offering technology-delivered courses were being implemented. At that meeting eight faculty members provided overviews of their experiences teaching online courses and answered questions of the council. The April 24, 2003 minutes say "CAA will continue discussion as to if and how it will oversee the offering of technology-delivered courses previously approved only as regular courses."

Finally, Dr. Tidwell concluded that if there had been material submitted to CAA in response to the 2002 CAA questionnaire it was never acted on by CAA. He explained the policy for approval of technology-delivered courses approved by CAA on March 4, 2004 and CGS on April 6, 2004, will become effective with the Fall 2005 semester. As a result, the guidelines in the policy must be completed by departments prior to offering a technology-delivered course beginning Fall 2005.

V. Items Added to the Agenda:

None.

Dr. Tidwell explained that agenda item 04-58, Chemistry Minor program revisions, will be acted on at the October 14, 2004 CAA meeting since Dr. Klarup was not available to attend this meeting to present the proposal. Also, Dr. Karla Sanders, CASA, and Dr. Melanie Burns, CASL Chair, will attend that meeting to talk about assessment.

Dr. Fewell entered the meeting at 2:20 p.m.

VI. Items Acted Upon.**1. 04-59, FLG 3401, Cadet Teaching in German (New Course)**

Dr. Canfield presented the proposal and answered questions of the council. The council members requested that the sentence "May be taken in more than one language" be removed from the course description.

The motion passed with a vote as follows:

Yes: French, McGregor, Methven, Miller, Muffler, Reid, Tidwell, Upadhyay, and Wroblewski
 No: None
 Abstain: Fewell

The proposal, with one revision, was approved, effective Spring 2005.

FLG 3401. Cadet Teaching in German. (Arr.-Arr.-3) (F, S) cadet teach grmn. Supervised micro-teaching in one of the area elementary schools. Teaching majors and minors only. ~~May be taken in more than one language.~~ Prerequisite: Acceptance into Teacher Certification Program.

VII. Other Business:

1. Demonstration of the new online catalog.
Dr. Herrington-Perry demonstrated Eastern's new online catalog and answered questions of the council members.

VIII. Pending

1. 04-58, Chemistry Minor (Program Revision)

The next meeting will be held Thursday, October 14, 2004.

The meeting adjourned at 2:45 p.m.

--Minutes prepared by Janet Fopay, Recording Secretary

The current agenda and all CAA council minutes are available on the web at <http://www.eiu.edu/~eiucaa/>. In addition, an electronic course library is available at <http://www.edu.edu/~eiucaa/elibrary/>.

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***** ANNOUNCEMENT OF NEXT MEETING *****
 Thursday, October 14, 2004
 Conference Room 4440 – Booth Library @ 2:00 p.m.

Agenda

1. 04-58, Chemistry Minor (Program Revision)

Approved Executive Actions:

CAH

Effective Spring 2005

1. Remove the writing intensive designation from THA 1133, 2220, 3344, 3400, and 3445.

CEPS***Effective Immediately***

1. Revise the course title for SED 3000 to *ISEP Level I*.

3000 SED. ~~Level I: ASEP~~ ISEP Level I (2-3-3) (Credit/No Credit) First course in a competency-based program integrating educational psychology, instructional methods, special education, and educational foundations; leading to secondary certification. Attaining skills from learning packages, public school contacts and experiences. Some classes will be held in the public schools; car pooling can be arranged. WI

2. Revise the course title for SED 3100 to *ISEP Level II*.

3100 SED. ~~Level II: ASEP~~ ISEP Level II (2-3-3) (Credit/No Credit) Continuation of program leading to secondary certification. Integrating educational psychology, instructional methods, special education and educational foundations. Attaining skills

from learning packages, public school contacts and classroom experiences. Prerequisite: SED 2000; SED 3000. "University Admission to Teacher Education" requirements apply. Some classes will be held in the public schools; car pooling can be arranged. WI

3. Revise the course title for SED 4000 to *ISEP Level III*.

4000 SED. ~~Level III: ASEP~~ ISEP Level III (Arr.-Arr.-3) (Credit/No Credit.) F, S. Final course leading to secondary certification, to be taken in conjunction with student teaching. Integrates educational psychology, instructional methods, special education, and educational foundations. Prerequisites: SED 3100 and departmental methods course(s). Concurrent enrollment with STG 4001 is required. This course is delivered on line. WI

COS***Effective Spring 2005***

1. Remove the writing intensive designation from BIO 3510.

Pending Executive Actions:**LCBAS*****Effective Spring 2005***

1. Designate FCS 3151 as a writing-intensive course.